



**GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT**

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**GUIDE TO GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT ASSISTANCE**

1. Call and schedule to attend the required Georgia Mountains Workforce Development (GMWD) Overview Session. At the Overview Session you will receive the required paperwork.
2. Register for the Workforce Development Services by going to [www.workreadyga.org](http://www.workreadyga.org)
3. Visit your local Career Center and register for Employment Services. Explore available jobs in the area. Receive free Core and Intensive Services to determine skill level. Individuals determined in need of skills upgrade may be referred for Workforce Investment Act (WIA)-funded training. Obtain the following printouts from the Career Center for your GMWD application: Customer Services Inquiry and Wage Inquiry. You may also receive a card to show your Employment Services (ES) Registration is ACTIVE.
4. Apply for admission to a program which will train for a growth and demand occupation at the school you plan to attend (at technical colleges, take the ASSET or COMPASS entrance exams). To receive WIA funding, the Training Provider and Program must be on the GMRCWD Approved Providers and Program List, and you must enroll full-time (12 credit hours). Receive acceptance letter from the approved provider stating chosen program of study, and submit a copy of it to the Workforce Development Intake Staff.
5. Apply for Financial Aid – PELL & HOPE, if applicable.
6. Before application can be processed, Legal Residency Affidavit [O.C.G.A. 50-36-1 (e)(2)] must be completed, signed and notarized. Mail or drop-off ORIGINAL form. Do Not Fax or Email.
7. Do not sign any loan applications or contracts until Workforce Development training is approved.
8. Forward by mail, fax or email all required paperwork to the GMWD office; and contact GMWD Intake Staff about progress and any concerns. **AS OF TUESDAY, APRIL 1, 2014, GMWD NO LONGER ACCEPTS HAND DELIVERED APPLICATIONS.**
9. Complete *applicable* skills assessment – CAPS, TABE, SAGE, O'NET Assessment, CDM, Asset, Mavis Beacon, COMPASS – and discuss selected training programs and suitability.
10. If eligible, meet with an assigned Case Manager to complete your GMWD Enrollment Agreement, ITA, and receive necessary forms. Stay in contact with your Case Manager during training.
11. Complete training and any required testing for licenses and certifications.
12. Meet with your assigned Case Manager to review your program, submit your credential and discuss your employment status.
13. Within 30 days of completing training, update resume, visit placement office at school/DOL Career Center and discuss job search assistance with your GMWD Case Manager.
14. Stay in touch with Performance Specialist every three months for 12 months after training to update your employment status.